



CITY OF NEWPORT BEACH Board of Library Trustees AGENDA

Newport Beach Public Library – 1000 Avocado Avenue, Newport Beach
Monday, July 21, 2014 – 5:00 p.m.

Board of Library Trustees Members:

Jill Johnson-Tucker, Chair of the Board
Jerry King, Vice-Chair of the Board
Eleanor Palk, Secretary of the Board
Robyn Grant
John Prichard

Staff Members:

Tim Hetherton, Library Services Director
Dave Curtis, Library Services Manager
Elaine McMillion, Admin Support Specialist

1) **CALL MEETING TO ORDER**

2) **ROLL CALL**

3) **PUBLIC COMMENTS**

Public comments are invited on agenda items. Speakers must limit comments to five (5) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on agenda or non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in silent mode.

4) **APPROVAL OF MINUTES** – June 16, 2014 Meeting

5) **CURRENT BUSINESS**

All matters listed under CONSENT CALENDAR are considered to be routine and will all be enacted by one motion in the form listed below. The Board of Library Trustees has received detailed staff reports on each of the items. There will be no separate discussion of these items prior to the time the Board of Library Trustees votes on the motion unless members of the Board of Library Trustees, staff or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

A. CONSENT CALENDAR

1. **Customer Comments** - Monthly review of evaluations of library services through suggestions and requests received from customers.
2. **Library Activities** - Monthly update of library events, services and statistics.
3. **Expenditure Status Report** - Monthly expenditure status of the Library's operating expenses; services, salaries and benefits by department. ***Friends of the Library and Foundation Donations – (Quarterly Reports attached).***
4. **Board of Library Trustees Monitoring List** - List of agenda items and dates for monthly review of projects by the Board of Library Trustees.

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. **Election of Board of Library Trustees Officers** – *The Board of Library Trustees shall nominate and elect Trustees to serve as Chair, Vice Chair and Secretary for FY 2014/2015*
2. **Selection of Board of Library Trustees Liaisons** – *The Board of Library Trustees shall nominate and elect Trustees to serve as liaisons to the Friends of the Library, NBPL Foundation and the DSLS Committee.*
3. **Donation Acceptance from Newport/Mesa ProLiteracy** – *Staff Report requesting acceptance of a donation from Newport/Mesa Pro Literacy in the amount of \$35,000.*
4. **Donation Acceptance from the Newport Beach Public Library Foundation** – *Staff Report requesting acceptance of donor restricted funds in the amount of \$19,495.00.*
5. **Proposed Library Closures for Winter Holidays 2014** – *Staff Report requesting library holiday closures as specified in written report.*
6. **Statistical Comparison Report of Regional Peer Libraries** – *Staff Report giving a sample statistical comparison of the Newport Beach Public Library and regional peer libraries.*

C. MONTHLY REPORTS - *No written reports created prior to the Board of Library Trustees Meeting*

1. **Library Services Director Report** - *Report of Library issues regarding services, customers and staff.*
2. **Friends of the Library Liaison Report** – *Chair Johnson-Tucker's update of the most recently attended Friends of the Library Board's monthly meeting.*
3. **Library Foundation Liaison Report** – *Trustee Robyn Grant's update of the most recently attended Newport Beach Public Library Foundation Board monthly meeting.*
4. **DSLS Liaison Report** - *Trustee Eleanor Palk's update of the most recently attended Distinguished Speakers Lecture Series Committee's monthly meeting.*
5. **CdM Branch and Fire Department Planning Committee Liaison Report** - *Chair Johnson-Tucker's and Vice-Chair King's update.*

6) **BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

7) **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Board of Library Trustees. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Board of Library Trustees has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

8) **ADJOURNMENT**

This Board of Library Trustees is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Board of Library Trustees agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Board of Library Trustees and items not on the agenda but are within the subject matter jurisdiction of the Board of Library Trustees. The Board of Library Trustees may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Newport Beach will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the City Clerk's Office at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at (949) 644-3005 or cityclerk@newportbeachca.gov.

CITY OF NEWPORT BEACH

Board of Library Trustees Meeting Minutes June 16, 2014 – 5:00 p.m.

The agenda for the Regular Meeting was posted on June 12, 2014, at 3:15 p.m. on the City Hall Electronic Bulletin Board located in the entrance of the City Council Chambers at 100 Civic Center Drive; at 12:09 p.m. on the City's website, and at 3:00 p.m. in the Meeting Agenda Binder located in the entrance of the City Council Chambers at 100 Civic Center Drive.

CONVENED AT 5:00 p.m.

1) CALL MEETING TO ORDER – Vice-Chair King called the meeting to order.

2) ROLL CALL – Roll call by Admin Support Specialist Elaine McMillion.

Trustees Present: Vice-Chair Jerry King, Secretary Eleanor Palk, Robyn Grant, and John Prichard

Trustees Absent: Chair Jill Johnson-Tucker

Staff Present: Library Services Director Tim Hetherton, Library Services Manager Dave Curtis, Support Services Coordinator Melissa Kelly, Youth Services and Branch Coordinator Debbie Walker, Corona del Mar Branch Librarian Andrea Jason, Adult Services Coordinator Natalie Basmaciyan, and Admin Support Specialist Elaine McMillion

3) PUBLIC COMMENTS

Jim Mosher commented on agenda item 5.A.3., and a discrepancy in the Expenditure Status Report, and the total for the Library's operating budget and for a section called Capital Outlay. Staff seems to be spending money on the assumption that the budget limit for the year is \$1,745,000 for operating expenses and \$14,000 for the capital outlay portion. In the budget that the City Council saw on Tuesday, the operating budget listed in the performance plan and in the budget detail was \$2,525,000, and the capital outlay allocation was \$213,000. So that's about \$1,000,000 more to spend than what staff seems to be spending. This makes the donations received from the Friends of the Library (FOL) and the Library Foundation (NBPLF) pale in comparison. The million dollars seems to be allocated out of the general fund and then is not.

Vice-Chair King noted that the budget is almost totally spent for Fiscal Year 2013/2014.

Support Services Coordinator Kelly had been asked by Chair Johnson-Tucker at last month's meeting to address this. She explained that the City budget office made a mistake in the performance plan and they rolled the donations from the FOL and the NBPLF into the bottom lines from the previous years and this year also. In previous years the Library's allocations for capital outlay were much smaller as it didn't bring in the amounts from the FOL and NBPLF. When the final performance plan is submitted it will reflect the actual allocation in the Capital Equipment of \$2,000.

Mr. Mosher asked about the operating expenses which were the largest discrepancies.

Melissa Kelly explained that the difference from what was presented and proposed to the Board of Library Trustees at their February meeting and what was presented in the actual budget to City Council,

was partially due to an amount of \$50,000, which the Library used to cover operating expenses relating to the new building. The City paid more for window washing for both the City and the Library at a figure that was higher than we had estimated in the past, using a different vendor. The other higher cost was for utilities which the Library prorated to include the expansion. The cost to run special equipment such as an ice maker and other items for the Bistro was not factored in. The internal service fund for the City's Information Technology division was also a significant increase and that figure was not available for the presentation to the Board before the Library's budget went to City Council. The Expenditure Status Report Elaine McMillion had prepared for the May meeting packet included some accounts that we normally do not include and that also caused some of the discrepancy.

4) APPROVAL OF MINUTES – May 19, 2014 Meeting Minutes

Motion made by Secretary Palk and seconded by Trustee Grant and carried (4-0-0-1) to approve the minutes of Monday, May 19, 2014.

AYES: King, Palk, Grant, Prichard
NOES: None
ABSTENTIONS: None
ABSENT: Johnson-Tucker

5) CURRENT BUSINESS

A. CONSENT CALENDAR

1. Customer Comments – *Monthly review of evaluations of library services through suggestions and requests received from customers.*
2. Library Activities – *Monthly update of library events, services, and statistics.*
3. Expenditure Status Report – *Monthly expenditure status of the Library's operating expenses, services, salaries, and benefits by department.*
4. Board of Library Trustees Monitoring List – *List of agenda items and dates for monthly review of projects by the Board of Library Trustees.*

Trustee Prichard asked about the negative office expense of \$25,992.75 listed in the Expenditure Status Report. Melissa explained that the City had not ordered the tables and chairs that go in the Bistro area until after the project was done. Afterward, the City decided to take the cost from the Library's budget instead of out of the City Building Project budget. That amount was supposed to be deposited back into the Library's budget, and has yet to be done. However, that amount will be reconciled by the end of this fiscal year. Trustee Prichard asked if the financials are on an accrual basis showing negative expenditures. Melissa explained that negative amounts that show in an expenditure line are acceptable as the City looks at the bottom line total.

Motion made by Secretary Palk and seconded by Trustee Grant and carried (4-0-0-1) to approve the Consent Calendar Items as presented.

AYES: King, Palk, Grant, Prichard
NOES: None
ABSTENTIONS: None
ABSENT: Johnson-Tucker

B. ITEMS FOR REVIEW AND POSSIBLE ACTION

1. Corona del Mar Branch Report

Corona de Mar (CdM) Branch Librarian Andrea Jason began her report by noting that in 2008 the staff realized that 2009 would mark the 50 year anniversary of the branch. Since the branch at that time was undergoing a renovation it was decided that this would be an appropriate time to mark its anniversary and a celebration was planned for July 2009. At that time the entire adult section had been reconfigured to open up the space and provide more study and reading areas. Andrea reviewed the programs held there which include the Summer Reading Program, Books & Babies, and Songs and Stories for one to five year olds. This branch is beloved by the residents. She asked everyone to step outside to tour the area between the branch, the neighboring City Fire Station, and the City owned parking lot behind the fire station. This lot had been used for the Coco's restaurant which is now closed. A bank has been put in the restaurant's place and this parking lot is not used on a regular basis for bank parking. This area would provide space for the CdM branch and City Fire Station expansion, and would allow better egress for the fire trucks. The Board thanked Andrea for this presentation.

2. Internet Use Policy

The Library's Internet Use Policy included in the meeting packet was reviewed. This policy is working well and staff has not received any complaints. No action was made as the Board did not make revisions to this policy.

3. NBPL Sound Lab Policy and NBPL Media Center Use Policy

Adult Services Coordinator Natalie Basmaciyan noted that the red-lined revisions that were included in this meeting packet and made at the May 19, 2014 Board meeting were working well. The only revisions made at this meeting was the removal of a comma after 'group study' in bullet number eight of the NBPL Sound Lab Policy and bullet number seven of the NBPL Media Center Use Policy. All red-lined revisions as presented were approved.

Motion made by Trustee Prichard and seconded by Secretary Palk and carried (4-0-0-1) to approve the NBPL Sound Lab Policy and the NBPL Media Use Policy as presented.

AYES:	King, Palk, Grant, Prichard
NOES:	None
ABSTENTIONS:	None
ABSENT:	Johnson-Tucker

4. Donor Wall

Tim Hetherton presented a report on the naming on the donor wall in Study Area K on the second floor of the Central Library. The requested 44 two-inch letters and 8 one-and-a-half-inch spaces total 8 feet 4 inches if put on one line. This would exceed the previously approved guideline of seven feet in this designated area. The donors have asked that their middle names be included in their recognition request which has increased the length of the initial recognition. Staff asked that the Board make an exception to the guidelines and allow two recognition lines instead of one in order to stay within the seven foot guideline. This would satisfy the donor's naming request, be aesthetically pleasing, and assist the Library in funding library resources and programming for the public. Trustee Grant expressed concerns. She noted that by accepting donations prior to the Board's approval of the recognition naming and details was not appropriate. In this case the gift has already been received. The Board asked that staff present to the Board for approval the details prior to any future donation being accepted for this purpose as these recognition areas are publically used spaces. Trustee Grant also expressed the importance of staying consistent and maintaining the previously set guidelines. Secretary Palk noted that the previously set guidelines were made to allow flexibility and since these are significant donations the Board should move to approve. Director Hetherton noted that the lettering size and spacing is the same

as that on the Thorpe recognition wall. Staff agreed that in the future they would bring the details to the Board for approval prior to accepting the donation.

Motion made by Secretary Palk and seconded by Trustee Prichard and carried (3-1-0-1) to accept the donor recognition request for two lines as noted in the written report.

AYES:	King, Palk, Prichard
NOES:	Grant
ABSTENTIONS:	None
ABSENT:	Johnson-Tucker

C. MONTHLY REPORTS

1. Library Services Director Report

Director Hetherton reported that the NBPL Foundation approved the Library wish list and that the check for the donation amount will be presented at a future City Council meeting. Over seven hundred passport applications have been processed by the Library's Passport Services staff. The Books and Bunnies program was a success and more programming is being planned for and includes musical programs and a children's chorus. A new and very attractive Library book drop has been installed and is in operation in the Civic Center parking structure. The Aging as Art exhibit will be located on the second floor and will be displayed from June 20 through July 17. Well-known artist James Strombotne will exhibit his work and the exhibit is scheduled to be installed at the Central Library tomorrow. The latest developments with the Media Center, increased hours of service, and Lynda.com were also discussed. Vice-Chair King noted that it would be beneficial if staff were to share with the Board the information received from follow-up questionnaires obtained from lecture attendees. Further discussion on the possibilities for creating a mind-mixer link on the Library website in order to receive public feedback was discussed. He also suggested that staff find a way to disperse the press releases to the Board so that they may be more aware of the Library services and activities advertised. Staff noted that the Library website is also a great source of information on Library activities and services.

2. Friends of the Library Liaison Report

Chair Johnson-Tucker was absent at this meeting and no report was given.

3. Library Foundation Liaison Report

Trustee Grant reported that she was in attendance for half of the Foundation's Board meeting which was held on June 9. The Foundation Board discussed the Library's wish list. Funding for e-Books was discussed in length. Tim was present at this meeting and explained the importance of funding the software required for the e-Book service in order to help the Library provide up-to-date, enhanced services and that this also helps the Library to be on the cutting edge. Secretary Palk commented on how essential Overdrive has been to her. Director Hetherton noted that other libraries do not have as extensive an eBook service as our Library does, and that by providing this service the NBPL use is appropriate enhancement.

4. DSLS Liaison Report

Nothing reported.

6) BOARD OF LIBRARY TRUSTEES ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

Nothing reported.

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Mr. Mosher stated that the future of the Corona del Mar Branch seems to be one of the bigger issues facing the Library Board in the next year or two. If this branch is the most beloved branch of all of the branches in the City he thinks that the customers would have ideas and thoughts about what they feel the future of this branch should be. At the last Board of Library Trustees meeting Director Hetherton noted that this meeting would provide an opportunity for others to share their ideas about the branch. However, this item was not put on this meeting's agenda. Doing so would have been an opportunity for the Board to collect information from the public and what they may want for the future of this branch. At the May 19 Board meeting Chair Johnson-Tucker and Vice-Chair King were appointed as liaisons to a committee for the planning on the Corona del Mar branch and neighboring fire station. As liaisons of this committee they would be observers and report back to the Board after their attendance at the planning committee meetings in order to keep the entire Board aware of what is being planned and to discuss as a whole their ideas for a proper plan for the Library. This would prevent them from being told to accept any plan given to them and would help initiate public input as well.

Vice-Chair King thanked Mr. Mosher for his comments.

8) ADJOURNMENT – 5:46 p.m.

Submitted by: _____
Approval of Minutes

NEWPORT BEACH PUBLIC LIBRARY CUSTOMER COMMENTS

MAY - JUNE 2014

COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer	COMMENT	RESPONSE
1 5/20/2014 Comment Form - Card Melissa Kelly Support Services Coordinator 6/10/2014	Please demolish the solid metal beam in the middle of the doorway from the "The Green" to the 2nd floor of the Library (was it a mistake?)	<u>Melissa Kelly responded via email as follows:</u> Thank you for expressing your concern about the metal beam that is near the 2nd floor entry of to Library. As far as I know this is not a mistake, it is a design and/or a structural element of the building. It is something that we have looked at with the City staff and we may consider a change to the entry/exit access patterns at those doors. Thank you for using your Library. <u>The Customer responded as follows:</u> Many thanks for the reply. I was sure that I was not alone in noticing the unusual entry point. Thanks, again.
2 5/27/2014 Comment Form - Card Natalie Basmaciyan Adult Services Coordinator 5/30/2014	Complaint. On 2 occasions, homeless in the big chairs, 2nd floor, eating (not from the café). Smelly one in big wheel chair with bags of smelly stuff - other with luggage. My 3rd visit, dirty with bags of food sitting in chairs by magazines <u>EATING</u> . 4th visit, I sat on table downstairs. Man with food, drink sat across from me. Had to tell me he walked to Gelson's to get his food - didn't like the café - crunching, eating, stinky dressing on his salad - noisy (not homeless) annoying. I left and will not return until they put up signs NO EATING.	<u>Natalie Basmaciyan responded via phone as follows:</u> I called the Customer and reviewed the food and beverage policy with her as well as the library's policy for use of the facilities. The Customer was satisfied with the information regarding the library's policies and thanked me for the call.
3 5/31/2014 Comment Form - Email Melissa Kelly Support Services Coordinator 6/2/2014	Do you think they could put the book return bin out on Avocado street like it used to be? It was convenient to be able to return books without having to drive all the way up to the library. Thanks.	<u>Melissa Kelly responded via email as follows:</u> Since there have been changes on Avocado, the City does not feel that it would be safe to put the book return back on the curb at Avocado. Placing the curb-side book return between the Library's front parking lot and the parking structure was seen as a safer alternative. Thank you for using the Library.
4 6/2/2014 Comment Form - Card Natalie Basmaciyan Adult Services Coordinator 6/3/2014	The bookstore and the availability of books on tape in the library proper. Greg was terrific. Courteous, friendly, extremely helpful, outstanding service!!	<u>Natalie Basmaciyan responded via email as follows:</u> Thank you for taking the time to complete a customer comment card praising Greg Johnson, and complimenting the Friends Bookstore and the Book on CD collection. We value customer feedback in order to know if we are meeting the needs of our community. I will pass along your kind words to Greg and his supervisor. Thank you for using and supporting the Newport Beach Public Library. <u>Customer responded as follows:</u> He deserved a compliment. He is a valuable asset to the Newport Beach Public Library
5 6/4/2014 Comment Form - Email Natalie Basmaciyan Adult Services Coordinator 6/10/2014	I tried to access a quality Newport Coast Street Map via the INTERNET relative to logical data of the area, real estate, etc. and failed to find any info as to how to travel by foot should I disembark a #1 bus on the Pacific Highway at the logical thru street and proceed from there. I live in Seattle and may visit someday. Could your good office forward me the relevant info to my Email site? Thank you, in order to avoid concern about future requests of this sort, it might be wise to attach to the city website a useful map for folks of similar concern to mine.	<u>Natalie Basmaciyan responded via email as follows:</u> Thank you for contacting the Newport Beach Public Library for travel information to Newport Coast. If you disembark from bus route #1 the directions are as follows: --take OCTA bus route #1 to the Newport Coast Drive bus stop --walk north 2.3 miles on Newport Coast Drive. Newport Coast Drive terminates at Pacific Coast Highway so there is not a southward direction. I consulted the Thomas Guide for Los Angeles and Orange Counties to map your route from Pacific Coast Highway. Please let me know if we may be of further assistance with this inquiry.

<p>COMMENT # Date Received Source of Comment Staff Member Assigned To Staff Member Title Date Responded to Customer</p>	<p>COMMENT</p>	<p>RESPONSE</p>
<p><u>6</u> 6/16/2014 Comment Form - Email Tim Hetherton Library Services Director 6/16/2014</p>	<p>I witnessed an interesting interchange between your staff and a member of the public today that impressed me in the most positive of ways. Apparently, the person (whom I happen to know from an acquaintance at the YMCA and other outreach programs) had some issues today that needed to be addressed. Natalie and the other person whom I met through your introduction (my apology - I'm dreadful with names) handled the situation perfectly: the individual was allowed to keep his dignity and not be provoked - simply because your staff extended courtesy, kindness, tact and gentle firmness of task. Well done.</p>	<p>Tim Hetherton responded via email as follows: Thanks. I consider this the highest of praise. This is exactly what we strive for as a customer service organization. Best regards.</p>
<p><u>7</u> 6/24/2014 Comment Form - Card Melissa Kelly Support Services Coordinator 7/2/2014</p>	<p>The signs on PCH directed me down the wrong street (Narcissus). The library is actually on Marigold but I missed my event at the library because I was misdirected by the posted sign.</p>	<p>Melissa Kelly responded via email as follows: The Customer's Comment was forwarded to Iris Lee from Public Works who contacted the Customer directly regarding the issue to let her know the signs were meant to give an approximate location of where certain points of interest are, and not precise turning directions and that they tried to get as near as possible based on two key factors: (1) a location where we can actually mount the sign (i.e., a streetlight pole), and (2) a location that gives motorists time to react when the sign becomes visible. As such, CDM library signs were placed in the locations as installed. I do regret that the resident is upset about the signage. Please feel free to direct any concerns to me. As always, we are open to any viable suggestions to improve upon what we have.</p>
<p><u>8</u> 6/26/2014 Comment Form - Email Natalie Basmacyan 7/2/2014 Adult Services Coordinator</p>	<p>Dear Librarian: I have the following suggestion. The library should place on its website a listing of its recent acquisitions for say the past five months. I sometimes go upstairs and look on the shelves containing recently acquired nonfiction books. It is apparent to me, however, that some of the most popular books that were recently acquired are not in the shelf to be seen by the casual browser. It would be very helpful to have the newly acquired books listed by call number order on your homepage, so that a person who is interested in keeping up with new books in a particular topic area can become aware of new books in that topic area that are now in the library. At the end of every two weeks, say, when additional new titles are placed on the list, the library could delete the earliest two week period of titles, etc. Also, the library homepage should show the City of Newport Beach website. Thank you for considering these suggestions.</p>	<p>Natalie Basmacyan responded via email as follows: Thank you for corresponding regarding suggestions to improve our website, specifically the highlighting of newer acquisitions. The Library's web team has been exploring various options for redesigning the Best Sellers/New Releases section of the website. They are also pursuing options feature newer titles, so you should see improvements in the near future. Per your second suggestion, the City seal and link to the City's website are now featured on the Library's home page. Customers may still access the City's information through the "About Us" tab on the navigation bar. Thank you for your support and interest in the Newport Beach Public Library. Please feel free to contact me with any other suggestions or comments.</p>
<p><u>9</u> 8/26/13 & 1/17/14 Comment Form - Email Natalie Basmacyan Adult Services Coordinator 6/17/2014</p>	<p>In past months, Customers have asked various questions regarding the limited number of hours and days the Media Center is open.</p>	<p>Natalie Basmacyan sent follow up emails to the Customers: Thank you for your patience while the Newport Beach Public Library staff determined the best service model for the Media Center. As of late last week, the Media Center hours have been expanded to the Central Library hours. The hours are: Monday-Thursday 9AM-9PM Friday-Saturday 9AM-6PM Sunday 12PM-5PM We still encourage you to make an online reservation for the computers to ensure you receive the proper software for your project. Please let me know if I may be of further assistance in any way. Customer responded as follows: Thank you Natalie so much.</p>

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Tim Hetherton, Library Services Director
Re: Report of Library Activities – July 21, 2014 Board of Library Trustees Meeting

TIM HETHERTON, LIBRARY SERVICES DIRECTOR

"Come with me,' Mom says. To the library. Books and summertime go together."

- Lisa Schroeder, *I Heart You, You Haunt Me*

Summer at the Library is great. It is just as busy as always but the emphasis is on programs and recreational reading. We get a lot of out of town customers who enjoy our amenities and welcoming environment. It also offers staff an opportunity to work on special projects.

On June 10th, I attended the Friends of the Newport Beach Library Annual Installation Luncheon. President Jan Oates, the Friends Board, and their many volunteers do a superlative job of supporting the Library's programs and collections. Author T. Jefferson Parker, who lived and worked for many years in Newport Beach, gave an engaging talk about the arduous path to becoming a published author and the process of writing creatively.

On June 12th, at the Annual Employee luncheon, service awards were presented to following staff:

Full Time Staff:

Library Clerk I Elizabeth McKibbin	5 Years
Library Clerk II Judith Pavlik	10 Years
Librarian I Mona Kobersy	5 Years
Librarian III Natalie Basmacyan	5 Years

Part Time Staff:

Library Clerk I Sviatlana Balotsina	5 Years
Library Page George Murillo	5 Years
Marketing Specialist Katherine Mielke	10 Years
Library Page David Black	15 Years
Library Page Jeffrey Kobrin	15 Years
Library Page David Queen	25 Years

And yours truly at 15 years. It seems like yesterday...

On Friday, June 27th, former Mayor and Library Foundation Chair Clarence Turner and several associates toured the Central Library. Mr. Turner, who was instrumental in establishing the Central Library, and the others were pleased to see that the Library has expanded and increased its services in order to continue to meet the needs of the community. They were very impressed with the architecture and design of the expansion, as well as high level of customer activity.

Lynda.com remains a great resource for self-directed learning, and it is available in the Media Lab. Here are some interesting new online courses available for free in our Media Lab:

- **Adobe CC:** Check out our curated playlist to learn the tricks to unlock the secrets of the all-new Creative Cloud update to Photoshop, Illustrator, InDesign, Flash Professional, and more.
- **Etsy Tycoon:** learn how to set up shop, determine price points for your creations, and use marketing to grow a vibrant customer base.
- **Mix for Jazz/Dance:** learn best practices in three courses on how to use Waves plugin tools across two genres: jazz and electronic dance music.
- **Hone Your Code:** develop data structures to write more robust, efficient, and maintainable code in Foundations of Programming: Data Structures.
- **Mastering Maya 2015:** master new fluid simulation tools, skinning systems, and more in this powerful 3D animation software.
- **Effective eLearning:** this latest course, Screencasting Fundamentals, illuminates five popular eLearning tools to create engaging educational material.
- **The iPad Movie Producer:** manage video production with an iPad to help turn a tablet into a toolkit to ensure an easy shoot.
- **D.I.Y. WordPress Themes:** this course illustrates custom WordPress theme development. Go hands-on to craft your own unique website theme from scratch.

DAVE CURTIS, LIBRARY SERVICES MANAGER

On June 5th, a small team of staff visited The Studio at Long Beach Public Library's Main Library. The Studio serves as a community workspace where people can meet, socialize, innovate, and collaborate, using technology and resources. Youth Services Officer Francisco Vargas leads The Studio and was a wonderful ambassador as he highlighted their resources and answered all of our questions. We were hoping to learn about The Studio's offerings, how they market them etc. Each staff member came back having learned something interesting and excited to focus on raising awareness and improving usability with our Media lab

On June 12th, the Media Lab hours were expanded to coincide with the Main Library's hours for increased exposure and opportunity for users to leverage the great resources in the Lab. Staff are working hard to schedule for the increased coverage needs and are excited to keep moving toward a vibrant, well utilized Media Lab.

MELISSA KELLY, SUPPORT SERVICES COORDINATOR

Points of Service

We have a couple of new points of service in accepting credit card payments from customers. Credit cards can now be used to pay fines at the self-checkout machines system-wide as well

as at the Central Library's reference desk. Another new point of service is on the Literacy webpage where customers are able to make a direct donation to the Literacy program with a click of a button.

Library Clerks

The staff has seen a number of Environmental Impact Report documents coming in to be cataloged, processed and made available to the public. They have gotten so proficient with these items and are getting them to the Reference desk within hours of receiving them from the City.

Literacy

Over 260 people attended the 7th annual Gift of Literacy luncheon held at the Radisson Hotel in Newport Beach on June 6, 2014. This year's keynote speaker, Lisa See, attracted the event's biggest crowd ever, raising \$20,000 to support literacy in our community.

DEBBIE WALKER, BRANCH AND YOUTH SERVICES COORDINATOR

Branches

Summer Reading Program had a successful start at all locations on Saturday, June 21. During the first full week of SRP all branch locations hosted a program with farm animals which was a rousing success.

Joanna Ransom, the full-time Library Assistant at Mariners, promoted up into a full-time Children's Librarian position at Central. She will be missed at Mariners where she headed the teen volunteer program, did storytimes and was known for her customer friendly and positive attitude. We are happy she will be remaining with the Library system and advancing in her career path. Heather Hart, Branch Librarian at Mariners attended the ALA conference in Las Vegas at the end of June and came back with some SRP and programming ideas. CDM was the site of the June Board of Library Trustees meeting. Andrea Jason, Branch Librarian, gave a tour and report on branch activities. Balboa, the last branch to tag materials for RFID finished the project in good time. Kudos to Balboa and Central Circulation staff for their diligence in completing the tagging.

Youth Services

Along with the successful start to SRP at Central, the biggest news was bittersweet. Mona Kobersy, who had been a full-time Children's Librarian at Central for six years, gave her notice and left the library in late June. Mona is getting married and leaving the area so everyone is very happy for her but will miss her dedication, energy and great sense of humor. We wish Mona well. As mentioned above, Joanna Ransom will be taking Mona's position later in the summer.

On June 1, as part of the Newport Beach Library Foundation sponsored Making Memories program, Robin Preiss Glasser, illustrator of the popular *Fancy Nancy* series entertained and illuminated a crowd of over 150 children and adults. In addition to appearing in spectacular wedding finery (the latest book has to do with a wedding) she shared anecdotes and examples of her eye-catching and fun illustrations for the series.

Teen Services

Mona hosted the last YAAC meeting for the year (before starting again in September). She surveyed members once again about what they liked and didn't like and found that everyone

was very positive about the program and their participation. At the suggestion of YAAC and other teens a study hall was held in mid-June during the weekend before finals. Those in attendance appreciated the fact that the library made space (and snacks) available for everyone to study and work on final projects.

NATALIE BASMACIYAN, ADULT SERVICES COORDINATOR

Media Center

The Media Center hours changed to full library hours, beginning Thursday June 12th. Customers are still encouraged to make reservations to ensure the proper computer is available for their use. The cassette and LP converters were moved from the Sound Lab to the Media Lab to encourage more use and increase visibility of these two services. The VHS converter has been popular with customers. The website, coronadelmartoday.com, will be featuring the Media Center in an upcoming article.

Adult Summer Reading Program

Librarian Andrea Jason is coordinating the Adult Summer Reading Program this year. Some notable changes include customers not needing to register for ASRP, thus reducing the use of paper, and customers receiving both a free paperback book and Grand Prize entry after reviewing three books. The Open House to celebrate the end of ASRP is scheduled for Thursday August 7th from 2-4PM at Central.

Circulating Nooks

Ten new, popular titles were added to the circulating Nooks. China Dolls by Lisa See and Goldfinch by Donna Tartt are now available in the Nook format.

Database	14-Jun	Jun-13	12-Jun	YTD 13/14	YTD 12/13	YTD 11/12
Tracked by #searches						
Ancestry	1008	1207	2587	8014	17966	14447
Career Transitions		N/A	2	0	58	168
BioResCtr*	46	37	20	536	1646	1158
FoF Ancient Hist	3	16	20	185	619	338
GDL	6	12	14	193	264	178
GVRL	47	50	38	631	1807	2119
HeritageQuest	965	1007	138	6936	4735	3222
Kids InfoBits	4	8	11	191	326	125
LitResCtr	61	306	23	981	9620	3786
Opposing Vpts*	35	770	14	1109	3035	725
Nat Geo	13	44		158	399	0
Nat Geo Kids	0	0		70	27	0
NoveList	155	95	71	1379	2722	2032
NoveList K-8	105	29	12	303	544	863
ProQuest	2365	3233	3453	24797	51336	40227
Ref USA Bus.	9319	2799	5094	22495	59879	50546
Ref USA Res.*	627	124	609	880	2587	8453
Tumblebooks	704	344	537	9599	10584	7797
World Book Online	12	22	29	966	1156	1148
Tracked by #sessions						
Cypress Resume	11	18	18	111	226	132
LiveHomework	5	20	75	224	785	2263
Testing & EdRefCtr	41	66	23	473	446	498
Universal Class	113	24	1036	582	1055	640
Tracked by #page views						
CultureGrams	77	34	150	1323	5973	2239
Morningstar	55818	3252	1925	35500	100148	23463
NetAdvantage	1576	1427	1755	10325	30584	8200
RealQuest	129	112	1423	5224	13127	7368
Rocket Languages	40	0	38	530	514	755
Value Line	11158	16177	16580	180578	224744	118996

Proquest Articles Retrieved

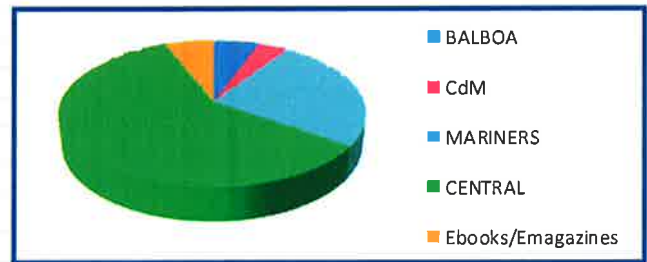
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	AVG.
Business Databases	623	412	368	91	368	323	648	588	557	477	702	353	459
Newspapers--Current	1259	1212	1287	758	1322	840	1540	1577	1545	824	1210	856	1186
Newspapers--Historical	2475	2218	2991	1310	2694	4966	10398	7560	9903	5868	4760	3422	4880
Magazines	61	139	137	84	50	99	128	84	118	85	70	101	96

NEWPORT BEACH PUBLIC LIBRARY - JUNE 2014

CIRCULATION

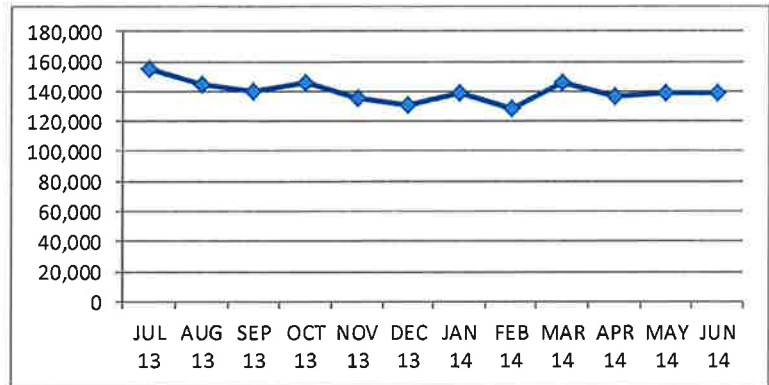
CURRENT

	Jun-14	YTD 13/14	YTD 12/13
BALBOA	7,842	100,151	111,123
CdM	5,275	69,836	87,347
MARINERS	35,023	423,975	441,132
CENTRAL	81,805	1,004,303	943,312
Ebooks/Emagazines	8,467	91,605	59,515
TOTAL	138,412	1,689,870	1,642,429



12 Month Comparison

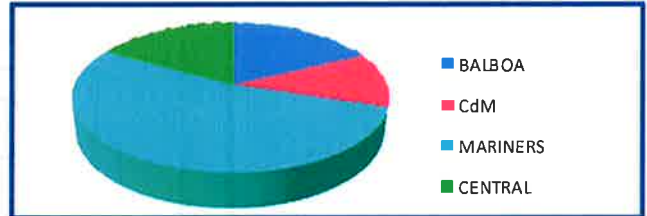
JUL 13	154,650
AUG 13	144,865
SEP 13	139,999
OCT 13	145,190
NOV 13	135,605
DEC 13	130,145
JAN 14	138,311
FEB 14	128,733
MAR 14	146,050
APR 14	136,617
MAY 14	138,226
JUN 14	138,412
TOTAL	1,538,391



PROGRAM ATTENDANCE

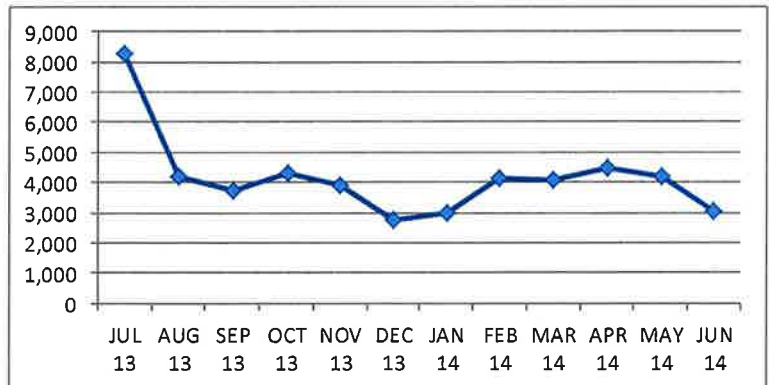
CURRENT

	Jun-14	YTD 13/14	YTD 12/13
BALBOA	548	3,038	3,389
CdM	367	7,269	7,867
MARINERS	1,633	10,247	10,076
CENTRAL	510	29,423	30,562
TOTAL	3,058	49,977	51,894



12 Month Comparison

JUL 13	8,295
AUG 13	4,200
SEP 13	3,726
OCT 13	4,280
NOV 13	3,894
DEC 13	2,729
JAN 14	2,973
FEB 14	4,107
MAR 14	4,056
APR 14	4,458
MAY 14	4,201
JUN 14	3,058
TOTAL	46,919

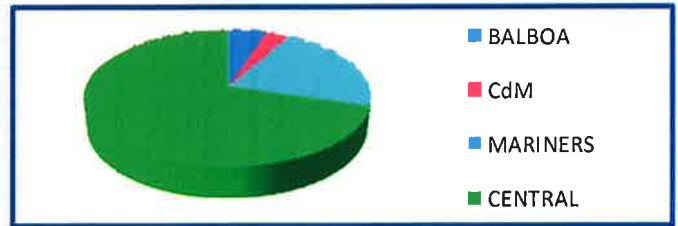


NEWPORT BEACH PUBLIC LIBRARY - JUNE 2014

CUSTOMERS SERVED IN THE LIBRARY

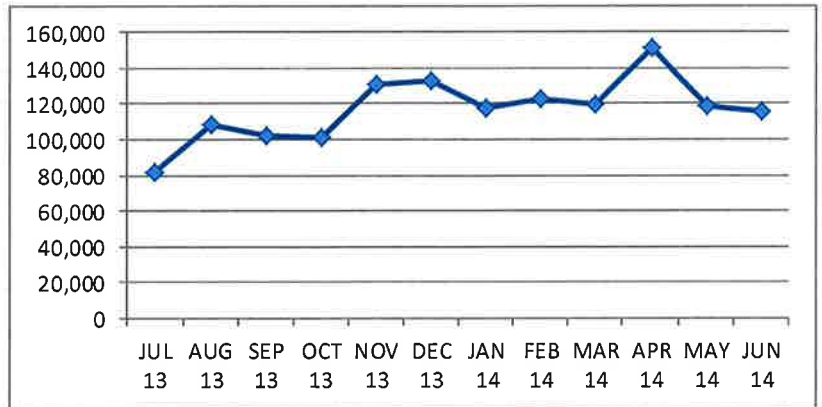
CURRENT

	Jun-14	YTD 13/14	YTD 12/13
BALBOA	5,888	62,392	65,811
CdM	3,727	47,344	58,379
MARINERS	24,811	285,744	294,728
CENTRAL	80,980	1,004,361	656,015
TOTAL	115,406	1,399,841	1,074,933



12 Month Comparison

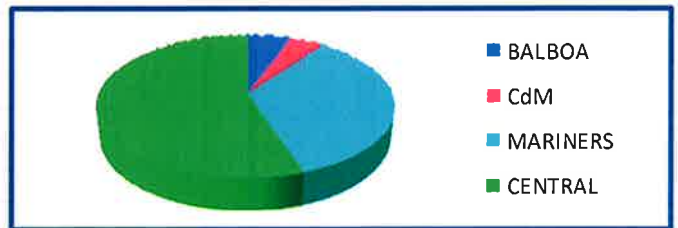
JUL 13	81,775
AUG 13	108,229
SEP 13	101,712
OCT 13	101,072
NOV 13	130,163
DEC 13	132,801
JAN 14	117,652
FEB 14	121,995
MAR 14	119,245
APR 14	151,515
MAY 14	118,276
JUN 14	115,406
TOTAL	1,284,435



REFERENCE

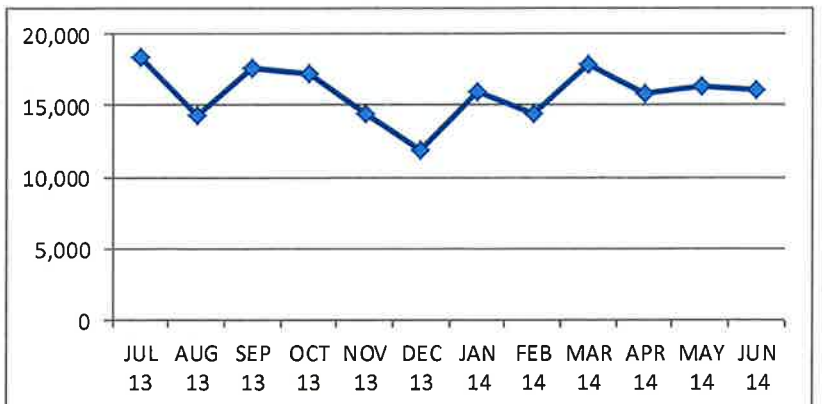
CURRENT

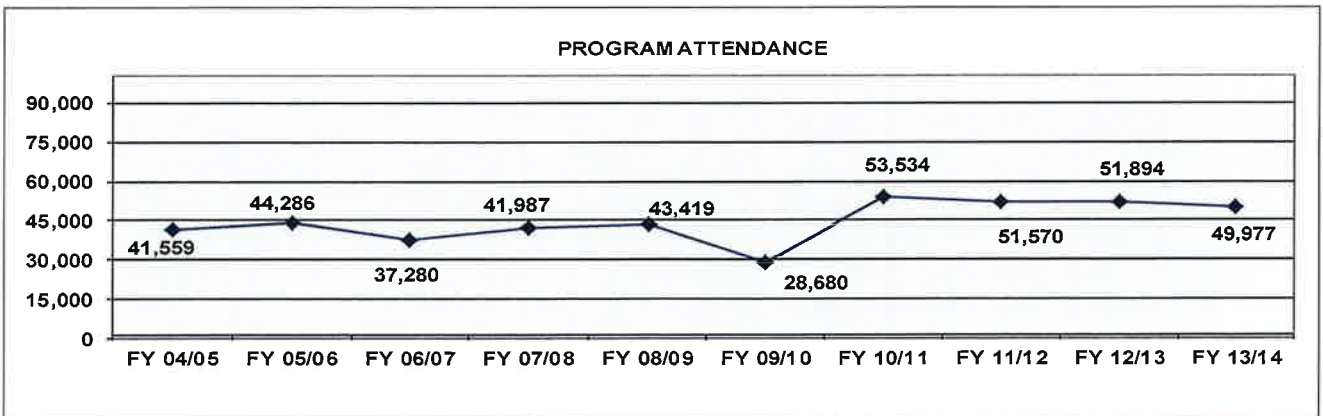
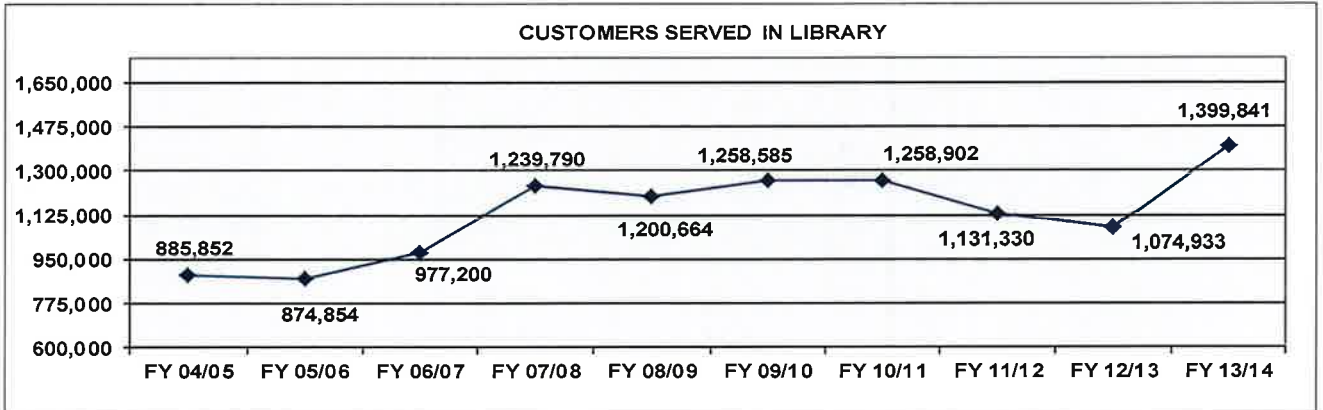
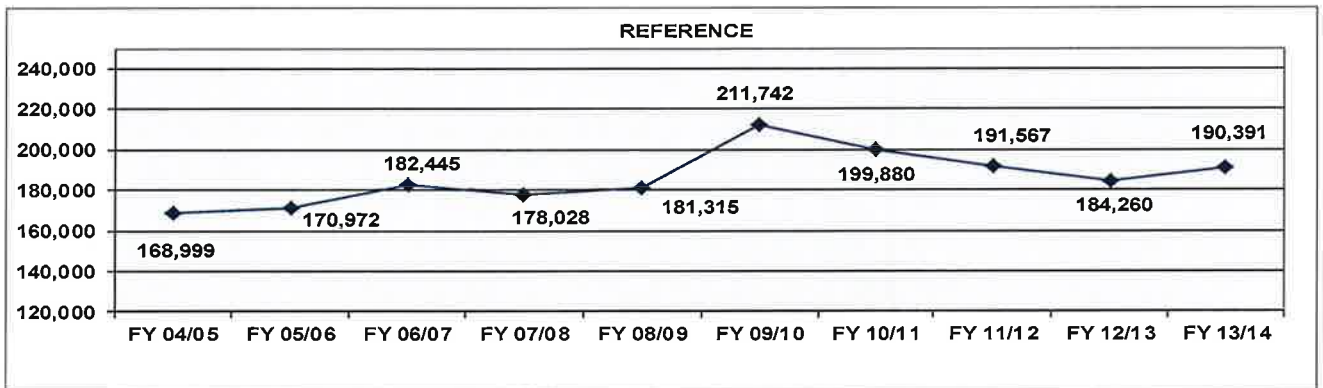
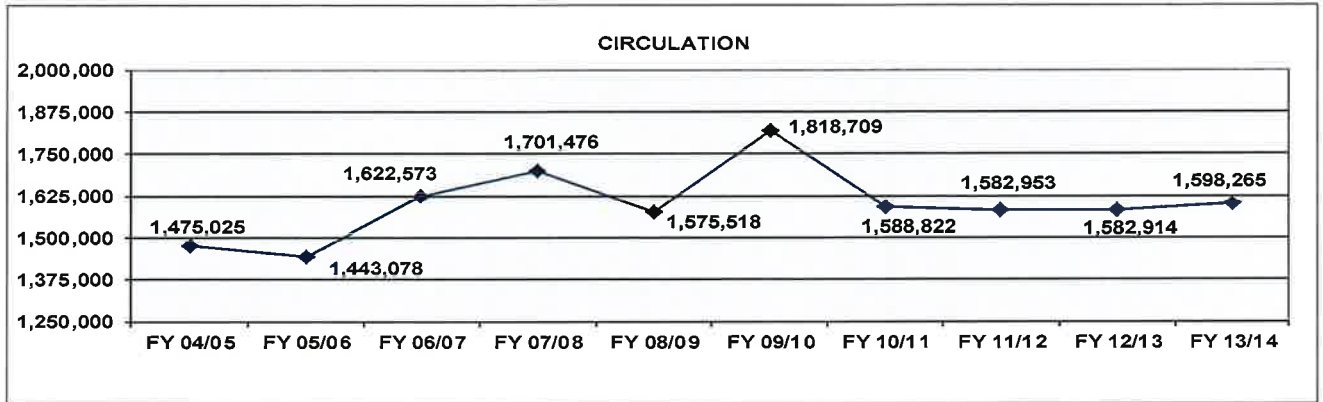
	Jun-14	YTD 13/14	YTD 12/13
BALBOA	903	8,526	8,833
CdM	714	8,682	9,900
MARINERS	5,600	61,573	61,983
CENTRAL	8,870	111,610	103,544
TOTAL	16,087	190,391	184,260



12 Month Comparison

JUL 13	18,383
AUG 13	14,315
SEP 13	17,626
OCT 13	17,281
NOV 13	14,416
DEC 13	11,912
JAN 14	15,975
FEB 14	14,424
MAR 14	17,862
APR 14	15,850
MAY 14	16,290
JUN 14	16,087
TOTAL	174,334





SUNGARD PENTAMATION
DATE: 07/15/2014
TIME: 10:10:45

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTALL

SELECTION CRITERIA: orgn.orgn2='4000' and expldgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 13/14

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: DEPARTMENT,1ST SUBTOTAL
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-700 SALARIES & BENEFITS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
7000	SALARIES - MISC	2,607,028.06	.00	.00	2,464,351.52	142,676.54	94.53
7020	SALARIES - PART TIME	658,301.09	.00	.00	577,419.21	80,881.88	87.71
7030	SALARIES - SEASONAL	203,622.01	.00	.00	186,746.30	16,875.71	91.71
7040	OVERTIME, MISC & 1/2 TIM	1,883.00	.00	.00	771.29	1,111.71	40.96
7062	NIGHT DIFF, MISC	10,050.00	.00	.00	9,633.00	417.00	95.85
7066	BILINGUAL PAY	1,800.00	.00	.00	969.22	830.78	53.85
7110	CAR ALLOWANCE	4,800.00	.00	.00	3,323.16	1,476.84	69.23
7114	CELL PHONE STIPEND EXP	3,000.04	.00	.00	2,409.52	590.52	80.32
7210	HEALTH/DENTAL/VISION EXP	673,104.00	.00	.00	626,032.91	47,071.09	93.01
7211	HEALTH/DENTAL/VISION PT	5,000.00	.00	.00	62,887.31	-57,887.31	1257.75
7223	ANNUAL OPEB COST	130,386.75	.00	.00	130,386.60	.15	100.00
7227	RHS \$2.50 CONTRIB	40,872.98	.00	.00	47,541.95	-6,668.97	116.32
7290	LIFE INSURANCE	3,771.31	.00	.00	3,685.06	86.25	97.71
7295	EMP ASSISTANCE PROGRAM	848.04	.00	.00	838.02	10.02	98.82
7370	WORKERS' COMP, MISC	69,174.00	.00	.00	69,174.00	.00	100.00
7373	COMPENSATED ABSENCES	91,088.45	.00	.00	91,088.64	-.19	100.00
7425	MEDICARE FRINGES	48,799.75	.00	.00	50,429.25	-1,629.50	103.34
7439	PERS MISC EE CNTREN	32,868.08	.00	.00	66,469.97	-33,601.89	202.23
7440	PERS MISC ER CNTREN	452,089.15	.00	.00	431,960.86	20,128.29	95.55
7445	MISC RETIRE CONTRIB	.00	.00	.00	-35,084.74	35,084.74	.00
7460	RETIREMENT PART TIME/TEM	20,417.08	.00	.00	16,900.99	3,516.09	82.78
	TOTAL SALARIES & BENEFITS	5,058,903.79	.00	.00	4,807,934.04	250,969.75	95.04
1ST SUBTOTAL-800 OPERATING EXPENSES							
8010	ADVERT & PUB RELATIONS	6,500.00	.00	.00	5,316.88	1,183.12	81.80
8012	PROGRAMMING	13,500.00	.00	.00	26,903.32	-13,403.32	199.28
8020	AUTOMOTIVE SERVICE	6,000.00	.00	.00	2,118.38	3,881.62	35.31
8022	EQUIP MAINT ISF	7,061.16	.00	.00	7,061.16	.00	100.00
8024	VEHICLE REPLACE ISF	5,492.40	.00	.00	5,492.40	.00	100.00
8030	MAINT & REPAIR - EQUIP	12,600.00	.00	.00	10,020.85	2,579.15	79.53
8031	MAINTENANCE - COPIERS	4,000.00	.00	.00	2,936.45	1,063.55	73.41
8033	PRINTER MAINT/SUPPLIES	4,000.00	.00	.00	.00	4,000.00	.00
8040	MAINT & REPAIR - BUILDIN	105,000.00	8,709.35	.00	88,835.33	16,164.67	84.61
8050	POSTGE,FREIGHT,EXPRESS NO	15,000.00	.00	.00	8,440.04	6,559.96	56.27
8060	PUBLICATIONS & DUES NOC	8,000.00	.00	.00	3,112.00	4,888.00	38.90
8070	RENTAL/PROP & EQUIP NOC	400.00	9.00	.00	252.23	147.77	63.06
8080	SERVICES-PROF & TECH NO	3,000.00	.00	.00	2,402.85	597.15	80.10
8081	SVCS-CITY PRINT CONTRACT	92,000.00	.00	.00	106,716.98	-14,716.98	116.00
8089	TRAVEL & MEETINGS NOC	5,425.00	.00	.00	425.80	4,999.20	7.85
8100	TRAINING	5,625.00	.00	.00	5,076.01	548.99	90.24
8105	UTILITIES - TELEPHONE	5,500.00	.00	.00	1,495.32	4,004.68	27.19
8112	UTILITIES - NATURAL GAS	5,425.00	296.68	.00	4,940.12	484.88	91.06
8114	UTILITIES - ELECTRICITY	14,850.00	757.52	.00	8,069.64	6,780.36	54.34
8116	UTILITIES - WATER	187,500.00	28,679.62	.00	220,173.72	-32,673.72	117.43
8118	SUPPLIES- OFFICE NOC	18,400.00	.00	.00	17,528.27	871.73	95.26
8140		24,300.00	61.86	.00	21,973.18	2,326.82	90.42

SUNGARD PENTAMATION
DATE: 07/15/2014
TIME: 10:10:45

CITY OF NEWPORT BEACH
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTALL

SELECTION CRITERIA: orgn.orgn2='4000' and expledgr.key_orgn between '4010' and '4060'
ACCOUNTING PERIOD: 13/14

SORTED BY: DEPARTMENT,1ST SUBTOTAL,ACCOUNT
TOTALLED ON: DEPARTMENT,1ST SUBTOTAL
PAGE BREAKS ON: DEPARTMENT

DEPARTMENT-4000 LIBRARY SERVICES
1ST SUBTOTAL-800 OPERATING EXPENSES

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
8143	OFFICE SUPPLIES-CHILD PR	2,650.00	.00	.00	1,657.00	993.00	62.53
8144	SUPPLIES- COPY MACHINE	12,220.00	.00	.00	11,291.54	928.46	92.40
8150	SUPPLIES- JANITORIAL NOC	26,050.00	135.78	.00	29,149.21	-3,099.21	111.90
8160	MAINT & REPAIR NOC	8,500.00	103.98	.00	3,778.82	4,721.18	44.46
8200	SPECIAL DEPT SUPPLIES NO	15,500.00	265.92	.00	15,248.67	251.33	98.38
8204	UNIFORM EXPENSE	100.00	4.62	.00	79.49	20.51	79.49
8260	LIBRARY MATERIALS	626,240.00	31,070.74	24.02	617,836.91	8,379.07	98.66
8311	HARDWARE-MONITOR/PRINTER	2,500.00	525.00	.00	2,128.92	371.08	85.16
8318	IT ISF OPERATING CHARGE	303,262.66	.00	.00	303,262.68	- .02	100.00
8319	IT ISF STRATEGIC CHARGE	85,361.94	.00	.00	85,362.00	- .06	100.00
8340	GENERAL INSURANCE	103,335.00	.00	.00	103,335.00	.00	100.00
8716	SPECIAL EVENT LIABILITY	4,500.00	948.00	.00	3,805.60	694.40	84.57
	TOTAL OPERATING EXPENSES	1,739,798.16	71,768.07	24.02	1,726,226.77	13,547.37	99.22
1ST SUBTOTAL-900 CAPITAL OUTLAY							
9000	OFFICE EQUIPMENT	14,541.65	.00	.00	14,347.63	194.02	98.67
	TOTAL CAPITAL OUTLAY	14,541.65	.00	.00	14,347.63	194.02	98.67
	TOTAL LIBRARY SERVICES	6,813,243.60	71,768.07	24.02	6,548,508.44	264,711.14	96.11
TOTAL REPORT		6,813,243.60	71,768.07	24.02	6,548,508.44	264,711.14	96.11

FRIENDS

FY 13-14

Date of Gift	Amount	Purpose	Wish List	Amt Expended YTD	Notes
7/13	\$ 65,000	eBooks		\$ 54,000	In Progress
	\$ 60,000	New Releases		\$ 59,000	In Progress
	\$ 30,000	Childrens & Teen Books		\$ 28,000	In Progress
	\$ 35,000	Audio Books, DVD, CD		\$ 20,000	In Progress
	\$ 5,000	Literacy		\$ 5,000	Complete
	\$ 45,000	Programming		\$ 22,280	In Progress
	\$ 15,000	Pitch an Idea		\$ 6,903	In Progress

FOUNDATION

FY 13-14

Date of Gift	Amount	Purpose	Amt Expended YTD	Notes
Designated Gifts				
7/13	\$ 5,350	Balboa Collections	\$ 5,350	Complete
	\$ 600	Central Library Books	\$ 600	Complete - Adult Non-Fiction
	\$ 1,000	Corona del Mar - general	\$ 1,000	Complete
	\$ 2,000	Mariners - general	\$ 1,700	In Progress
	\$ 500	Homebound Services	\$ 500	Complete - Large Print books
	\$ 3,100	Literacy	\$ 3,100	Complete - Literacy salaries and programming
9/13	\$ 5,000	Balboa - general	\$ 415	Complete - WSJ subscription
			\$ 4,500	Complete - RFID Self Checkout
Wish List				
9/13	\$ 10,000	Making Memories		Pending Programming Needs
	\$ 3,000	SCORE Workshop Sponsorship	\$ 3,000	Complete
	\$ 7,500	ULC Membership	\$ 7,450	Complete
	\$ 5,200	Consumer Reports	\$ 5,202	Complete
	\$ 5,000	Zinio Content	\$ 5,000	Complete
	\$ 3,700	Grove Art Online	\$ 3,690	Complete
	\$ 3,500	AskArt	\$ 3,495	Complete
	\$ 14,000	BookScan Stations	\$ 14,000	Complete
	\$ 15,000	Digital Signage	\$ 6,074	Waiting for IT to provide the amount expended.
	\$ 7,000	Book Drops	\$ 6,000	Complete
	\$ 15,100	Sound Lab Hardware/Software	\$ 14,650	Complete
	\$ 18,000	Media Suite Software	\$ 7,485	Waiting for IT to provide the amount expended.
	\$ 5,000	Literacy Program	\$ 5,000	Complete - Literacy salaries and programming
	\$ 50,000	Pitch an Idea	\$ 2,334	Two projects funded

BOARD OF LIBRARY TRUSTEES MONITORING LIST

Previously Scheduled Agenda Date	AGENDA ITEM	Suggested Scheduled Agenda Date
Ongoing	Review / Possible Revisions to the City Council Policies for the Library (ongoing)	
Oct 07, 2013	Review of Library Expansion Donor Wall Naming / NBPL Foundation	
Oct 07, 2013	Literacy Program Update	
Nov 04, 2013	Library Material Selection	
Nov 04, 2013	Arts & Cultural Update	
Dec 02, 2013	Media Suite Update	
Jan 6, 2014	Critical Review of Online Database Resources & Services / Database Usage Report	
Feb 3, 2014	Annual Budget Update	
Feb 3, 2014	Downloadable Services	
Mar 3, 2014	Branch Update - Balboa	
Apr 7, 2014	Marketing Update	
May 19, 2014	Adult Services Update	
Jun 16, 2014	Branch Update - Corona del Mar	
Jul 8, 2013	Election of Board of Library Trustees Officers	Jul 21, 2014
	Statistical Comparison Report of Peer Libraries	Jul 21, 2014
	Selection of Board of Library Trustees Liaisons	Jul 21, 2014
	Proposed Library Closures for Winter Holidays 2014	Jul 21, 2014
	Information Technology Update	Aug 18, 2014
	Branch Update - Mariners	Sep 15, 2014
	Children Services Update	Sep 15, 2014
Aug 5, 2013	Newport Beach Public Library Website & Social Networking Update	Sep 15, 2014
	Review of Library Capital Improvements and/or Capital Outlay Needs	Oct 20, 2014
Aug 5, 2013	Review FY 2014/2015 Holidays / Meeting Schedule	Dec 15, 2014

Revised 7-15-2014

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Melissa Kelly, Library Support Services

TITLE: Donation Acceptance from Newport/Mesa ProLiteracy

More than one-third of the annual funding for the Library Literacy program comes from the fundraising efforts of the Newport/Mesa ProLiteracy Board. This group solicits funds from private and corporate donors, hosts fundraising events and applies for private grant funding. At this time the Newport/Mesa ProLiteracy Board would like to donate \$35,000 to the Library for the operation of the Literacy program.

Staff recommends the acceptance of this donation by the Library Board of Trustees. If accepted the check will be presented to City Council at the September 9th meeting with a request to allocate the funds into appropriate operating accounts for Literacy.

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Tim Hetherton, Library Services Director
949-717-3810, thetherton@newportbeachca.gov

PREPARED BY: Melissa Kelly, Library Support Services

TITLE: Donation Acceptance from the Newport Beach Public Library Foundation

The Newport Beach Public Library Foundation has received specific donations from various members for use by the Library. The total of these gifts is \$19,495.00. These funds are not included in the funding of "wish list" items, they are gift given with a specific purpose in mind. Tracy Keys has provided the attached list of the donor restrictions.

Library staff recommends that the Library Board of Trustees accept these donor-restricted funds and allocated them for the purposes outlined in letter from Ms. Keys.



NEWPORT BEACH PUBLIC LIBRARY FOUNDATION

BOARD OF DIRECTORS

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Karen Clark

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Ron Beale

Kimberly Dwan Bernatz

David Carmichael

Doug Cavanaugh

Jacquelyn B. Dillman

Mike Dreyfus

John E. Dwan II, In Memory

Karen & Don Evaris

Martha Fluor

Alison Baker Frenzel

Barbara Globman

Susan Porter Hart

Ben Jackson, Jr.

Carolyn Klein

Lucille Kuehn

Daniel Livingston, Esq.

Tom & Marilyn Nielsen

Jackie Penney

Ruth Poole

Lyman Porter

Frank M. Posch, In Memory

Katherine Robertson

Gini Robins

James Rubel, Jr.

Deborah Sperberg &

John O. Strong, M.D.

Lawrence Spitz

Elizabeth & John Stahr

Bruce Stump

June 25, 2014

Mr. Tim Hetherton
Director of Library Services
Newport Beach Public Library
1000 Avocado Avenue
Newport Beach, CA 92660

Dear Tim:

On behalf of the Newport Beach Public Library Foundation, I am pleased to enclose a check in the amount of \$19,495.00 to the Newport Beach Public Library. The gift represents the remaining *donor-restricted funds* from the fiscal year ending June 30, 2014. The following is a breakdown of where the funds are to be directed:

Balboa Branch Blu-ray titles	\$5,000.00*
Balboa Branch – greatest needs	\$200.00
Children's Library at Central	\$1,050.00
Mariners Branch – greatest needs	\$7,000.00
E-Readers for branches	\$5,000.00
Corona del Mar Branch	\$1,245.00

*From "The Gail and John Krueger Family Foundation"

Bookplates should be added to the Blu-ray titles purchased; I have given Julie Duncan a new supply of bookplates and she is aware that the gift is forthcoming.

As always, it is our pleasure to support the Library!

Thank you very much.

Kind regards,

Tracy Keys
Executive Director
Newport Beach Public Library Foundation

CC: Melissa Kelly



TO: Board of Library Trustees

FROM: Library Services Department
Dave Curtis, Library Services Manager
949-717-3819, dcurtis@newportbeachca.gov

PREPARED BY: Dave Curtis, Library Services Manager

TITLE: Proposed Library Closures for Winter Holidays 2014

ABSTRACT:

Adjusted schedule for this holiday period will have minimal impacts on Library users. It will enable the Library to provide appropriate staffing levels based on customer usage.

RECOMMENDATION:

Staff recommends that the Board of Library Trustees adopt the following proposed holiday hours.

- Branch libraries closed but Central Library open December 26 (Friday).
- Libraries close at 6:00 on December 29 and 30 (Monday and Tuesday).

FUNDING REQUIREMENTS:

No funding requirement.

DISCUSSION:

In years past, specifically 2009, 2010 and 2011, the Libraries closed in conjunction with City Hall's holiday week closure. In 2012, the branches remained open but Central was closed for construction. In 2013, all libraries closed at 6:00 on the non-holidays during the holiday week.

Based on holiday usage trends, the Library looks to maximize the public's access to resources and minimize impacts to users by strategically scheduling open hours during the holiday week. Based on City holiday schedules, the Library will be closed half-day on December 24 and all day December 25. The Library will also be closed half-day on December 31 and all day January 1.

December 26th is a low use day and a day that many staff request off to be with family. The Library proposes a regular full day at Central by leveraging system-wide employees and closing the branches. With ample notice, branch users will have full access to resources at Central. With school out, get-togethers, shopping and lots of family travel, usage is low in the evenings during the holiday week. Maintaining open hours during the day and providing digital resources via the 24/7 Library website provides great opportunity for users to enjoy their library.

This reduction in service hours for the week will allow the Library to be prudent with the staffing budget and to maintain appropriate staffing levels at Central on the 26th and system-wide on the 29th and 30th, 9am-6pm when library use is highest.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
Dave Curtis, Library Services Manager
949-717-3819, dcurtis@newportbeachca.gov

PREPARED BY: Dave Curtis, Library Services Manager

TITLE: Statistical Comparison Report of Regional Peer Libraries

The Newport Beach Public Library is a rich resource for the Newport community and those that visit the City. Staff strives to promote reading and discovery while providing excellent service and resources. Libraries have access to statistics and information regarding other libraries through the Institute of Museum and Library Services and the Census at: <https://harvester.census.gov/imls/compare/Index.asp>

The ability to compare resources and usage among peer libraries proves valuable when numbers peek an interest or a question that leads to service improvements or increased focus on needs. Included here are some sample statistics that are culled from 2012 Date (latest available) and illustrate use/demand in some neighboring communities.

Institute of Museum and Library Services
Data from Public Libraries Survey Fiscal Year: 2012

Library Name	Population	Total Staff	Budget	Collection Expenditures	Expenditures per Capita	Print Materials
NEWPORT BEACH PUBLIC LIBRARY	85,990	58.42	\$6,089,590	\$870,981	\$76.76	242,534
CARLSBAD CITY LIBRARY	107,674	104.75	\$9,351,378	\$775,876	\$88.94	279,752
CERRITOS PUBLIC LIBRARY	49,223	54	\$5,197,160	\$451,548	\$102.16	230,302
PALO ALTO CITY LIBRARY	65,544	53.23	\$6,874,274	\$824,241	\$109.29	251,476
MOUNTAIN VIEW PUBLIC LIBRARY	75,275	43.25	\$4,757,712	\$512,573	\$59.57	270,814
SANTA MONICA PUBLIC LIBRARY	90,223	106.1	\$10,317,341	\$1,012,825	\$115.35	348,242
MISSION VIEJO LIBRARY	94,196	37.75	\$2,463,125	\$314,392	\$34.47	159,165
HUNTINGTON BEACH PUBLIC LIBRARY	192,524	45.75	\$3,714,349	\$392,950	\$20.54	396,114

Library Name	Databases	Electronic Books	Circulation	Library Programs	Library Visits	Program Attendance	Reference Transactions
NEWPORT BEACH PUBLIC LIBRARY	30	6,355	1,582,953	1,224	1,143,898	48,025	191,567
CARLSBAD CITY LIBRARY	34	1,473	1,354,453	1,809	858,422	64,325	299,464
CERRITOS PUBLIC LIBRARY	27	2,879	684,205	593	1,035,163	25,467	97,621
PALO ALTO CITY LIBRARY	27	13,269	1,559,932	598	843,981	30,916	43,269
MOUNTAIN VIEW PUBLIC LIBRARY	40	10,890	1,799,418	774	881,706	49,741	105,700
SANTA MONICA PUBLIC LIBRARY	29	4,485	1,799,447	2,052	1,398,714	64,406	188,585
MISSION VIEJO LIBRARY	16	986	919,736	265	791,141	27,760	126,890
HUNTINGTON BEACH PUBLIC LIBRARY	20	1,148	914,156	1,503	733,648	105,136	38,096